

New Hampshire's Percent for Art Announcement



Request for Proposals for Art / Craft Work (RFP) NH State Archives Building, Concord, NH



Postmark Deadline for Submissions: Friday, October 6

The **New Hampshire State Council on the Arts** in association with the Department of State is pleased to announce a Request for Proposals for Art / Craftwork (RFP) for site-specific artwork for the addition and renovation of the **State Archives Building, in Concord, NH.**

Percent for Art Program General Information

The Percent for Art Program was enacted by the New Hampshire Legislature in 1979 to ensure that all forms of visual arts and crafts have an integral and important role in state construction projects. The program seeks a genuine integration of art in architecture by giving an opportunity to building designers, planners, artists, state employees, arts professionals and private citizens, to collaborate in planning projects, and selecting, purchasing or commissioning works of art by artists and craftspeople for state buildings.

All types of art and/or craftwork may be purchased, including objects relating to the state's history and cultural heritage. New Hampshire's legislation (RSA 19-A) requires that one-half of one percent of the bid contract price (up to \$15 million) of construction of state buildings and facilities be used for the inclusion of art/craft work. The State Arts Council may allocate 80%-100% of the funds generated for artwork in the new building. Any funds withheld may be used for project related administrative expenses (up to 12%) and for Arts Bank, a fund to acquire artwork for existing state buildings (up to 8%). (New building construction that is exempted from contributing to Percent for Art funds include projects that are: self-liquidating, part of the university system of New Hampshire, or paid by Federal, highway or fish and game funds.

About the State Archives Building

The Division of Archives and Records Management, an agency under the administration of the Secretary of State, houses several million archival items and more than 60,000 cubic feet of current public records created by 200 state government agencies.

The Archives and Records building was constructed in 1963 on the grounds of the New Hampshire Hospital. The facility contains a humidity-controlled archival vault, work areas, a record storage area that was expanded in 1974, and a micro-graphics area that was expanded in 1989.

Archive Holdings include the following Records: Executive, General Court, Secretary of State, Secretary of the Treasury, Court, Provincial Probate, Provincial, Town, Land Surveyors, Architectural Drawings, and Military.

The expansion of the Archives building will increase record storage by 30,000 cubic feet. The addition will also accommodate the relocation of the New Hampshire Division of Vital Records Administration

and the Help America Vote Act portion of the Elections Division. Both agencies are under the administration of the Secretary of State.

The Division of Vital Records collects, preserves and maintains over 6 million birth, marriage, divorce, death, & fetal death records for the citizens of New Hampshire. The data that is collected provides insight to researchers seeking answers to historical questions through the review of Vital Records events. In addition to providing public access to genealogical records dating back to 1640, DVRA staff annually assists approximately 11,000 customers in obtaining certified copies of their vital records. Vital Records maintains a public counter where qualified members of the general public may apply for and purchase legal identity documents.

The HAVA Division is responsible for creating and maintaining a statewide centralized voter database, and making sure that all qualified citizens in New Hampshire have an opportunity to vote independently and in private.

All Divisions housed within the new facility will utilize the training and conference rooms to educate town and city clerks, local election officials and others on the processes necessary to create and maintain state records.

Artist Eligibility

This is an open invitation to all professional New Hampshire artists. Applications may be submitted individually or in collaboration with others. The panel will not discriminate against any applicant artist on the basis of age, race, sex, sexual orientation, religion, national origin or disability.

Design Considerations

Particular attention will be directed to meeting the strict security and functional requirements in a building serving a diverse group of users. Security framing and base systems are needed to secure art / craft work. Although site-specific commissioned work is a priority choice, there are some spaces that are suitable for the purchase of existing work. Due to the nature of this public facility, all work must be durable, low-maintenance, sturdy, easy to maintain as well as posing no hazard to the public.

Design Themes

New Hampshire State Council on the Arts in association with the Department of State seeks proposals for commissioned or existing art/craft works from professional New Hampshire artists for interior and exterior spaces. The Art Selection and Site Advisory Committees are seeking artists/craftspeople to create artworks for specific locations outlined below. Possible artwork types include photography, prints, graphic arts (ink, pencil), mural painting, low-relief sculpture, hanging aerial artworks (no textiles), floor/ceiling/wall tile work, painting, pastel, clay, free-standing sculpture. The Committees used the following words to describe the feelings, stories or ideas that they hope the artworks will convey:

- Sense of history and continuity
- Timeline of New Hampshire's past, present and future
- Important figures in NH history (Daniel Webster, John Stark, etc)
- Suggest that New Hampshire's future lies in its history
- Complement the architectural aspects the original State House: Gold/gilded accents, reminiscent of dome and framed paintings in State House; but basically

nothing too busy. Federal design elements of original State House predominate (creamy white walls, marble, wood, granite; symmetry, Roman influences)

- Emphasize and celebrate important documents, such as an original copy of the Constitution on vellum that the NH State Archives houses and cares for.
 - The written word, reading and learning
 - Exploration and discovery
 - Identifiable New Hampshire scenes and icons
 - Major life events (birth, life, death)
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Suggested Locations for Artwork

TOP PRIORITIES

- Main Entrance (south) Lobby
- Side Entrance (east) Lobby

SECONDARY PRIORITIES

- 2nd Floor Conference Room (especially for existing works)
- 2nd Floor Training Room
- 2nd Floor Waiting Area (outside Conference Room and Training Area)
- All Corridors
- Outdoors (if a creative, safe solution can be attained)

On-site Informational Meeting

An on-site informational meeting will be held on **Wednesday, September 6 at 1:00pm** at the State Archives Building, in Concord, NH. (see attached directions). This question-and-answer session will include a tour of the facility.

Budget

The budget is for all artwork to be incorporated in the project. A total of up to \$10,000 is available for all spaces. Calculate expenses for materials; artist(s) fees; studio rental; electricity; telephone; travel costs; a small contingency percentage; installation costs (including engineering studies, if necessary); liability insurance while installing artwork on-site; and insurance while work is under construction and during transportation and delivery.

Selection Committees

The Art Selection Committee (a committee of arts professionals) works closely with the Site Advisory Committee (a committee consisting of the Project Architect and the users of the facility) to understand the nature of the project, to identify desirable spaces for art, and to select the art/craft work.

Contract Approvals

The Committees' recommendations must be approved by the New Hampshire State Arts Council and Commissioner of Cultural Resources before contracts can be submitted for final approval by the Governor and Executive Council.

To Apply / Enter

Artists must submit the following materials:

- Two-dimensional graphic representation of preliminary site-specific proposal(s). See “Visual Proposals for Commissions” below for details.
- Up to 10 slides, or jpg images on DVD/CD, of existing work completed in the past 5 years.
- Use the Slide/Image Identification Sheet to identify slides/images.
- Proposed budget
- Resume (If you are applying as a team, include resumes for all team members)
- A written statement, not to exceed one page, that addresses the artist's/team's concept.
- Identification of the intended site for each artwork proposed.
- Mail or deliver proposal packet and address any questions/concerns to: **New Hampshire State Council on the Arts, State Archive Artist Proposal, 2 1/2 Beacon Street – 2nd Floor, Concord, NH 03301, (603) 271-0790**. See beginning of RFP for deadline details.
- Semi-finalists and finalists may be requested to refine their proposals or present their plans to the committees. The committees reserve the right to make a decision that is in the best interest of the project and to adjust the process as needed.

Visual Proposals for Commissions

Artists are requested to present a graphic representation of the proposed work on illustration board (minimum size 9” x 12”; maximum size 18” x 24”) If drawing paper is used, it must be mounted on foam core. Any two-dimensional medium is allowed. The Council will honor the rights of artists to their own design.

Design Fees

No design fees will be paid for preliminary sketches or designs.

Selection Criteria

The panel will make the selection based on the following criteria:

- Quality and suitability of the proposal in relation to the project description, program goals and site descriptions.
- The artist’s ability to carry out the commission, to keep the project within budget, and to complete and install the work on schedule.
- Permanence and durability of materials. All artwork must meet safety standards; adhere to building codes and other state regulations. Artworks must be durable and require minimal maintenance.
- Willingness of the artist to consult with the architect, construction manager and building staff (or designated representatives) to assure smooth integration of the artwork into the building the site and to make necessary adjustments in relation to building codes and other construction issues.

Return of Proposals

Proposals submitted with a self-addressed and stamped return envelope will be returned to artists immediately following the committees’ decision. Proposals without return envelopes will be retained at the New Hampshire State Council on the Arts offices for 30 days after the selections have been made. The Council will not be responsible for materials left after 30 days after the selections.

Timetable

Friday, August 18	Public Release of RFP
Wednesday, Sept 6, 1:00pm	On-site Informational Meeting for artists
Friday, October 6	Postmark/Delivery Proposal Deadline
Mid October	Proposal Review Meeting at the Arts Council
Spring 2006	Install existing work (if any)
Autumn – Winter 2006	Install Commissions

Directions to the State Archives Building, Concord, NH

On-Site Informational Meeting: Wednesday, September 6, 1:00pm

- From I-89 take exit 2 (Clinton Street).
 - Take a right at the end of the ramp to head towards Concord
 - Take a left at the first traffic light by the Salvation Army (South Fruit Street).
 - You will then turn at the second entrance on the right directly across from Memorial Field (State Office Park South).
 - The Archives building will be directly on your left
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Directions to the New Hampshire State Council on the Arts, Concord, NH

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From I-93 North or South

- Take Exit 14, Loudon Road
- Proceed west, by turning left at the end of the northbound ramp, or turning right at the end of the southbound ramp - toward the center of Concord.
- You will be on Bridge Street, which ends at the intersection with Main Street.
- At the Main Street traffic light, cross Main Street, and go straight ahead on to Centre Street.
- Turn right onto North State Street at the next traffic light (one block).
- Go north on North State Street 3 blocks (about 1/2 mile) to Beacon Street. (Beacon Street is on the left just beyond the intersection of Washington Street and North State Street.)
- Turn left onto Beacon Street.
- The State Arts Council is in the second building on the right, (#2 1/2) a large two-story brick building.
- Use the main entrance on the left side of the building. NHSCA is located on the second floor.

SLIDE/IMAGE IDENTIFICATION SHEET

NEW HAMPSHIRE STATE COUNCIL ON THE ARTS

This form is to be used for:

Artist Slide Registry _____ Grant Application _____ Artist Roster _____ % for Art _____

1. ARTIST DATA

Remember to always inform the State Arts Council of address changes!

Name _____ Place of Birth _____ Date of Birth _____

Mailing Address _____ City/Town _____ State _____ ZIP _____
NH

Address _____ City/Town _____ State _____ ZIP _____
(if different from Mailing address) **NH**

Telephone (work) _____ FAX _____ Telephone (home) _____

E-mail _____ URL _____

2. NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE PROJECT (NISP).

Arts Discipline*: _____ Race/Ethnicity: _____
(*Enter the code for the arts discipline which best describes your Support Materials.)

International Activity of Project Yes _____ No _____

3. REQUIRED APPLICATION INFORMATION (Check off)

- One (1) form per set of slides.
- Properly marked slides (*see diagram on next page*).
- Up to 10 works (no more than 10 slides) inserted in a top-loading plastic file sheet, or Jpg images on DVD/CD
- Complete slide identification sheet on next page
- Height/Width/Depth in inches (in that order). Height=top to bottom; Width=left to right; Depth=front to back. If work is available to purchase, mark "P" after price.
- Up-to-date resume.
- Examples*: representational, landscapes, NH views, abstract, site specific public art.
- Enclose self-addressed stamped envelope for return of slides.

APPLICANT NAME: _____

4. SLIDE LIST - ONLY 10 WORKS (NO MORE THAN 10 SLIDES), INCLUDING DETAILS.

Slide #	Title	Date of Completion	Size H" x W" x D"	Medium	Price	Mark "P" for Sale
1.....						
2.....						
3.....						
4.....						
5.....						
6.....						
7.....						
8.....						
9.....						
10.....						

DO NOT SEND ORIGINAL SLIDES!
The NH State Arts Council cannot be responsible for the loss of original materials. Keep those for your own files and send duplicates.

Note: The Council is not responsible for slides that are not properly labeled.
Make copies for your files!

Name	Top #5
Address	
City, State, Zip	
Title	
Size(H,W,D)	
Medium	